## Lincoln University

D (	D 1	Student ID <sup>1</sup>	-		T
Date	Registration No. 1	Student ID	Last name		First name
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·			Financial Aid: No		
•			hip only? $\square$ Yes $\square$ N		se provide BBTV.
CO ADD <sup>2</sup>					
Course No.	Course Title			Units	Instructor's Approval <sup>3</sup>
TO DROP <sup>2</sup>					
Course No.	Course Title			Units	Instructor's Remarks
course 110.	Course Title			Cints	Instructor's Remarks
_	nature/Print Name			C	n Director / Registrar
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 $401\ Fifteenth\ Street,\ Oakland,\ California\ 94612$  Revised: 15/1/2017/ukg

## PROCEDURE FOR CHANGE IN REGISTRATION

- 1. Students must complete this form with the accurate **registration number** and **student ID number**. **Incomplete forms will not be processed.** 
  - **Students must show their original registration form** (student's copy) when they submit this form. If the University cannot confirm the student's original registration record, this change in registration will not be processed.
- 2. Classes may be added or dropped without academic penalty until January 31, for Spring, June 15 for Summer and August 31<sup>st</sup> for Fall.
- 3. Approvals of the added course by the instructor and the Program Director or the Registrar are required. Late additions of classes require the President's approval.
- 4. Fees for Change in Registration must be paid to the Accounting Office and this form must be returned to the Registrar's Office on the same day.